

**Educational Outreach Counselor
Upward Bound Math-Science Program**

INTERNAL / EXTERNAL POSTING

Upward Bound Math-Science is a federally funded TRIO program that assists high school students from first generation or low-income backgrounds in developing the motivation and skills necessary to complete secondary school and enter a postsecondary STEM program. Upward Bound Math-Science offers participants advising, academic support, exposure to STEM career, educational opportunities, and a residential summer academic program on the West Virginia State University campus.

DUTIES AND RESPONSIBILITIES:

- **Advising and Academic Support:** Maintain a specified caseload of students and provide advising, workshops, and enrichment events for students
- **Community Relations:** Develop and maintain relationships between the program and community, and between the program and the target schools personnel
- **Record-keeping and Reports:** Maintain records of program activities and student eligibility and performance
- **Recruitment:** Recruit eligible participants into the program through school presentations
- **Instruction:** Plan and implement interactive workshops during the academic year and during summer programs; facilitate and implement after-school, weekend and other instructional/tutoring sessions including standardized test preparation
- **College Visitation Trips:** Assist with planning and supervising of several in-state and out-of-state, overnight multi-day trips to visit colleges/universities and expose students to cultural, educational, and career opportunities
- **Teamwork:** Contribute to and actively support efforts of the Upward Bound Math-Science through meetings, retreats, program planning, collaboration on activities, and participation in the committees and across campus
- **Training and Development:** Participate in and contribute to professional development activities of the staff team, including appropriate conference and training opportunities
- **Resource Development:** Develop and maintain a network of academic and career resources for the benefit of the program and participants and connect students with appropriate resources based on student needs
- **Other:** Other duties as assigned by the program Director

QUALIFICATIONS:

- Bachelor's degree
- Ability to facilitate student learning and academic skills development
- Strong communication skills (speaking, writing, developing and presenting academic workshops, and/or presentations, use of computer applications)
- Community relations experience (evidence of building collaborative community networks and programs, including work with school administrators and staff, community agencies)
- **This position requires evening, weekend and occasional overnight travel.**
- A valid driver's license is required.
- Employment Contingent on completion of a background check

Pay grade 16: \$28,821.00 / classified –Exempt

Closing Date: October 27, 2014

To apply please submit of cover letter, resume, and name, address, telephone number and email addresses for two professional references to:

West Virginia State University
Upward Bound Math & Science Counselor Search
P.O. Box 1000 / 105 Cole Complex
Institute, WV 25112-1000
Or email to
hr@wvstateu.edu

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